

30 DEC 1977

MEMORANDUM FOR: Director of Central Intelligence

VIA: Acting Deputy Director of Central Intelligence

FROM: Thomas B. Yale
Acting Deputy Director for Administration

SUBJECT: Background Data for Visit of Jay Solomon,
Administrator, General Services
Administration

1. Action Requested: None; for information only. This memorandum serves as the summary document for a variety of attached documents providing background data considered pertinent to the 11 January visit of Jay Solomon, Administrator of the General Services Administration.

2. Background:

a. As you are aware, Administrator Solomon is scheduled to visit you on 11 January as a result of your letter of 31 October 1977 requesting his direct assistance in acquiring 85,000 square feet of additional leased space for CIA. Your letter and Mr. Solomon's response (basically noncommittal and, we understand, prepared at a very low level in GSA) are Attachments 1 and 2. Attachment 3 is a copy of my covering memorandum providing supporting data justifying the space acquisition and Attachment 4 is an extensive DDA to DCI Colby memorandum detailing CIA's space posture, essentially unchanged since that date. All of these documents are resubmittals and are attached for your convenience.

Key Document 1

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b. In addition to the above, the Office of Logistics has prepared a detailed listing of CY 1978 and CY 1979 space requirements. This listing, Attachment 5, is summarized by directorate and also listed by functional component. Further, a chronology of significant CIA/GSA events pertaining to the specific approval and request for the 85,000 sq. ft. acquisition is provided as Attachment 6.

c. Two other matters, one directly pertinent to the space issue, may be raised during Mr. Solomon's visit. Attachment 7 is a memorandum to you from John Galuardi, Regional Administrator, GSA, identifying a proposed policy to reduce the space holdings of every agency in the Washington area by 10 percent. This proposal was responded to by the Director of Logistics in a letter provided as Attachment 8. In essence, the response stated that CIA objected strenuously to this proposed policy because CIA had already exceeded optimum efficiency in space utilization and that the blanket policy proposal would impact unfairly. The second matter of possible interest is a response to Mr. Joseph Malaga, Executive Director of the Administrative Services Reorganization Project. Mr. Malaga had requested CIA input into a study being developed on the efficacy of centralized administrative services, principally GSA. The response provided as Attachment 9 is essentially bland but identifies space acquisition and maintenance as the major area of CIA concern.

3. Staff Position:

a. It is considered that acquisition of at least 85,000 sq. ft. of additional leased space is absolutely essential to meet CIA's existing and projected operational requirements. It is believed that the provided supporting data fully substantiates this position.

b. Additionally, GSA personnel in the supervisory working level have toured the Langley facility and concur that additional space is fully warranted. If 85,000 sq. ft. were to be acquired applying existing utilization ratios,



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4. Recommendations: It is recommended that Mr. Solomon be given strong inducement to acquire 85,000 sq. ft. of additional leased space on behalf of CIA, using exceptional procedures if necessary. In the event that Mr. Solomon is not supportive of this position, it is recommended that you seek an exception to the GSA position at the Presidential level.

/s/ Thomas B. Yale

Thomas B. Yale

Atts

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Originating Office: ~~Signed: James H. McDonald~~
James H. McDonald
Director of Logistics

26 DEC 1977
Date

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